



# Environmental Protection Agency

## Vacancy Listing Report

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**Vacancy Number:** Reg 9-MP-2006-0107

**Vacancy Description:** Administrative Support Assistant (OA), GS-303-6 / 7 (ORA)

# Vac/Duty Loc 1: 1, San Francisco County, CA

# Vac/Duty Loc 2:

# Vac/Duty Loc 3:

**Series/Grade:** GS-0303-06/07

**Hiring Agency:** Environmental Protection Agency

**Contact Information:** Andrea Lee, 415-972-3826, lee.andrea@epa.gov

**Promotion Potential:** GS-07

**Date Opened:** 8/21/06

**Date Closed:** 9/1/06

**Salary:** 36140 - 52204

### Information:

BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT AND PAY PARTICULAR ATTENTION TO THE "HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT" PARAGRAPHS WHICH INCLUDE INSTRUCTIONS FOR SUBMITTING REQUIRED SUPPLEMENTAL DOCUMENTS NECESSARY IN ORDER TO BE CONSIDERED.

This position is also being advertised concurrently under announcement #Reg 9-DE-2006-0047. In order to be considered under multiple announcements applicants must apply separately under each announcement. Vacancy may be filled by means other than this announcement.

### RELOCATION EXPENSES

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

### WHO MAY APPLY

This merit promotion announcement is open to current permanent employees throughout EPA and federal employees nationwide (current and former with reinstatement eligibility). In addition, applications from individuals who are eligible for consideration under a special hiring authority i.e., persons with disabilities who qualify for Schedule A appointments; 30% or more disabled veterans; veterans eligible for appointments under the Veteran's Recruitment Act; preference eligibles or veterans who are honorably discharged from the armed forces after three or more years of active service and who meet the requirements under the Veterans Employment Opportunity Act (VEOA); Peace Corps/VISTA returnees; and PHS Officers) will also be accepted. If you wish to be considered non-competitively under a special hiring authority, you must indicate on your application the special authority under which you wish to be considered and submit proof of your eligibility with your application materials.



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### LOCATION OF POSITION

U.S. Environmental Protection Agency, Region 9, Office of the Regional Administrator, Immediate Office, San Francisco, California

NUMBER OF POSITIONS: 1 (Full-Time)

### SALARY RANGE:

GS-06: \$36,140 - \$46,980 per annum

GS-07: \$40,160 - \$52,204 per annum

### PROMOTIONAL POTENTIAL

The highest grade (full performance level) of this position is GS-7. The position may be filled at the GS-6 or GS-07 grade levels. The primary difference between grade levels is the degree of supervision, the level of training and guidance provided and the complexity of assignment. A person selected at the GS-06 grade level may be progressively promoted to the full performance level of GS-07 without further competition.

### DESCRIPTION OF WORK AT THE GS-7 FULL PERFORMANCE LEVEL

This position is located in the Immediate Office of the Regional Administrator. The incumbent provides assistance to the Regional Administrator (RA), Deputy Regional Administrator (DRA) and Executive Assistants in tasks related to budget, facilities, personnel, purchasing, and various other administrative functions. Monitors the office budget (including regional support account funding and awards). Works with Budget Office staff to provide budget status information, submit requests or changes, and similar activities. Prepares SF-52s for requested personnel actions. Attaches proper documentation and assigns account and tracking numbers. Obtains required signatures, retains file copies, and tracks status. Coordinates RA/DRA orientation meetings with new employees. Acts as primary contact in ORA for furniture, equipment, and telephone services. Acquires equipment and services using internal administrative and procurement procedures. Ensures adequate office supplies are maintained in the office. Maintains ORA's controlled correspondence system. Tracks status of pending or overdue correspondence generated by Headquarters, and requests extensions when necessary. Coordinates with divisions/office managers to ensure due dates are met. Composes correspondence on own initiative in accordance with correspondence guidelines and based on a knowledge of RA/DRA's view and desires. Utilizes word processing and graphic software to produce written communications, briefing materials, and visual presentations of program activities using advanced graphic software. Provides assistance in the development of talking points and speeches. Receives visitors and redirects telephone calls to appropriate office/division. Determines nature of business and decides whether the importance of business, rank or position of visitor is such as to require the personal attention of the RA/DRA or if the caller/visitor should be referred to a more appropriate senior manager or staff. Oversees review of incoming mail; designates actions and follow-up to ensure deadlines are met. Reviews correspondence and documents prepared for RA/DRA signature and ascertains its conformance to known administrative policies and regulations. Provides assistance to the



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Executive Assistants in coordinating regional and national conferences, and meetings, including space, time, attendees, etc. Collects background materials in accordance with instructions and assists in preparing an agenda. Prepares executive travel itineraries and arranges transportation and hotel accommodations. Prepares and submits travel vouchers. Assumes responsibility for correct application of travel regulations before submission of travel vouchers for payment. Maintains time and attendance for the immediate office utilizing PeoplePlus software.

EMPLOYMENT CONDITIONS: The position may be subject to one or more of the following:

Union: EXCLUDED

Medical Monitoring: NO ☐ ☐

Drug Testing: ☐ NO

Financial Disclosure: NO

Supervisory Probationary Period: NO

One Year Probationary Period: NO (unless applicable).

Position Sensitivity Level: Nonsensitive ☐

### QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards ([www.opm.gov/qualifications/index.htm](http://www.opm.gov/qualifications/index.htm)). Federal employee applicants must also meet all applicable eligibility requirements (e.g. qualification, time-in-grade and time-after competitive appointment requirements) within 30 calendar days of the closing date of this announcement. Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience). Education must be in course work listed under "Basic Qualification Requirements."

### SKILL REQUIREMENT:

Applicant must be able to type at least 40 words per minute.

### SPECIALIZED EXPERIENCE:

Applicants must have at least one year of full-time specialized experience equivalent to the next lower grade for which application is made by the closing date of the announcement. Specialized experience is:

GS-06: Minimum qualifying experience is one year performing secretarial or administrative assistant office management assignments described in the vacancy. This experience must have been equivalent to the GS-5 level.

GS-07: Minimum qualifying experience is one year performing secretarial or administrative assistant office management assignments described in the vacancy announcement. Such work must have demonstrated significant responsibility for coordinating multiple tasks in support of an office.



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There is no allowable substitution of education for the GS-6 or GS-7 levels.

### EVALUATION CRITERIA

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING! Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly support your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT: Please follow directions for paragraphs 1, 2 and A through E.

1. Resume and application questions for this vacancy MUST be received on-line via the [www.epa.gov/ezhire](http://www.epa.gov/ezhire) web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at [www.opm.gov/forms/html/of.asp](http://www.opm.gov/forms/html/of.asp).

Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit [www.epa.gov/ezhire](http://www.epa.gov/ezhire) to apply for this position.

2. Submit all required supplemental application materials by the closing date of the announcement (including Saturdays, Sundays, or government holidays). Supplemental application materials must be sent to either the contact address



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or fax number identified below and must include your name and the announcement number for which applying. Any materials received after the closing date of the announcement will not be accepted. Failure to clearly mark each document with your name and announcement number may result in your application not being accepted for employment consideration. Supplemental application materials may include one or more of the following:

A. For non-EPA Region 9 employees, submit a copy of your most recent SF-50 Notification of Personnel Action or the last SF-50 that indicated you held a non-temporary competitive service position (for reinstatement or transfer eligibility) or if you are in an excepted service position, your appointment SF-50 that indicates how you were appointed into the Federal Government. If you are not at the full performance level in your current position, be sure to submit an SF-50 that indicates your position's fully known performance potential (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

B. If the position announcement lists the completion of specific college course work under the qualification requirements, submit a copy of college transcripts or provide a list of college courses completed. A list of college courses must identify the department under which the college course was taken, course number, and number of semester or quarter units completed. (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

C. Foreign Education: If you are qualifying for this position in part based upon the completion of a foreign degree, applicants must have their foreign education certified by an accredited American Academic Institute or private credentials evaluation service. Reference: [www.opm.gov/qualifications/Sec-II/s2-e4.htm#e4a](http://www.opm.gov/qualifications/Sec-II/s2-e4.htm#e4a) (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

D. Candidates applying under any one of the following listed competitive or non-competitive hiring authorities must submit proof of your eligibility as follows. (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

Public Health Service Officer: PHS Orders

Peace Corps/VISTA Returnees: Description of service issued by Peace Corps/VISTA

People with Disabilities: Letter from Department of Rehabilitation indicating you are Schedule A eligible.

Veterans applying under either the Veterans Recruitment Act (VRA), 30%

Disabled Veteran or the Veterans Employment Opportunity Act (VEOA)

(Reference [www.opm.gov/veterans/index.asp](http://www.opm.gov/veterans/index.asp) or [www.opm.gov/html/vetguide.htm](http://www.opm.gov/html/vetguide.htm)):

DD-214 Discharge Papers (Mandatory)

SF-15 Application for 10 point Veterans Preference (Mandatory if applicable)

Supporting documentation as required by SF-15 (Mandatory if applicable)



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### E. DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. You will not receive priority consideration under ICTAP eligibility unless you submit all supporting documentation as indicated below. To receive this priority consideration you must:

1. Be a displaced Federal employee within the commute area within the last year. You must submit a copy of the appropriate documentation such as a RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, a letter from OPM or your agency documenting your priority consideration status.
2. Apply for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated. If you are applying for a position with higher promotional potential, you will not be given priority consideration but will be given consideration under the Merit Promotion process.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position within the local commuting area.
5. Meet minimum qualification requirements including any selective factor, if applicable, and be rated well qualified (score 85 or above) for the position.

For more information on ICTAP eligibility requirements, please visit <http://www.opm.gov/ctap/index.htm>.

#### ADDITIONAL APPLICATION INSTRUCTIONS

Please include your name and the announcement number on each page of your documentation to ensure proper processing of your application. Supplemental materials not properly labeled or received after the closing date will not be considered.

Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

FAX NUMBER: 415-947-8024

#### MAILING ADDRESS:

U.S. Environmental Protection Agency, Region 9  
Human Resources Office, MTS-8



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75 Hawthorne Street  
San Francisco, CA 94105

### WHERE TO OBTAIN MORE INFORMATION

You may search [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or you may call our office at (415) 972-3817.

### REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

### EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

APPLICANTS MUST BE U. S. CITIZENS OR RESIDENTS OF AMERICAN SAMOA OR SWAINS ISLAND.